Bi-1216

UNITED STATES DEPARTMENT OF AGRICULTURE
Bureau of Biological Survey
Washington, D. C.

July 18, 1932.

Memorandum to Division Heads, Field Leaders, and Other Employees to Whom Travel Authorizations are Issued.

Pursuant to law and Executive Order of the President of June 30, 1932, all Letters of Authorization involving travel during the fiscal year 1933 have been issued to authorize per diem rates in lieu of actual subsistence expenses, all provisions of law authorizing reimbursement of actual subsistence expenses having been repealed effective July 1, 1932. Where specific per diem rates have been fixed, the average daily subsistence expenses of the employees involved for the first ten months of the fiscal year 1932 have been considered and an endeavor made to place, so far as practicable, various employees travelling under somewhat similar conditions under the same per diem rates.

The provision of law for allowing per diem rates to the exclusion of actual subsistence expenses was included among other provisions to reduce governmental expenditures in the so-called "Economy Bill" and the clear intent of Congress and of the President in his Executive Order of June 30, 1932, copies of which have been distributed to bureau personnel, is to reduce, not increase, expenditures for travel. This will be accomplished by restricting travel to that only which is absolutely necessary in carrying on important work, by limiting per diem allowances to the minimum amount necessary to meet actual and reasonable expenditures for this purpose, and by saving in time in the preparation, review, and auditing of reimbursement accounts. The first reduction made in the Department Estimates for 1933 was aimed specifically at travel expenses and included a straight 10% reduction in all such items over the then estimated expenditures for this purpose for 1932. Later reductions in appropriations made in Congress involved a further cut on travel items. The Department and the Bureau therefore have the obligation imposed upon them to keep down travel expenditures, and this must be done. The granting of per diem rates must not, therefore, tend in the opposite direction and increase travelling expenses. While, as stated above, where specific per diem rates have been prescribed they have been based as nearly as practicable on the actual expenses of employees over a given period, these rates may in certain cases be too high, and possibly in some cases they may be too low.

It will be the duty of Division Heads, regional officers, and field leaders to keep check on the actual expenditures of travelling employees under them, so far as this is practicable, and to recommend from time to time any changes in per diem rates which are necessary to keep the rates as near as possible to the actual reasonable expenses incurred by the traveling employees. The per diem in lieu of actual subsistence expenses should, in no case, be used as a means of increasing an employee's compensation.

If the per diem rate in any instance is found to be below the actual and reasonable expenditures of the employee consideration will be given to increasing the rate upon satisfactory showing of the actual costs involved.

To Predatory-animal and Rodent Control Leaders and other field officers under whose letters of authorization their assistants operate authority has been given within certain limits to fix the per diem rates of such assistants. This seemed necessary because of the wide variation in the subsistence expenses incurred by these assistants due presumably to different means and methods of performing travel and the circumstances attending such travel. Under the authority granted leaders and other supervisory officers they can fix within the limits specified the per diem rate applicable to any specific trip of an assistant, basing such rate of per diem on the conditions of travel known to exist.

The stating of per diem in reimbursement accounts is a very simple process, but as it is new to most of our field employees brief instructions have been prepared which are sent herewith.

Revised travel regulations pertaining to per diem will be promulgated in due course and when printed will be distributed to the field. In the meantime, however, note that under the President's order referred to above "reimbursable transportation charges will not include gratuitous fees or tips of any kind" (as for example, Pullman and hotel porter fees).

Paul G. Redington
Chief.

Attached.

UNITED STATES DEPARTMENT OF AGRICULTURE
Bureau of Biological Survey
Washington, D. C.

BI-1217

July 20, 1932.

Instructions regarding the stating of per diem in lieu of actual subsistence expenses.

Per diem in lieu of actual subsistence expenses may be claimed only for such periods as an employee is engaged in official travel away from his official station. The word "trip" as used in this memorandum covers any period of absence from official station during which an employee is engaged in official travel, and for which he is entitled to per diem in lieu of actual subsistence expenses.

Each trip that begins and ends in the same month and for the entire duration of which the same rate of per diem is applicable must be clearly shown by the employee in his expense account (form 1012) by stating the date and hour of his departure from his official station and the date and hour of his return to his official station.

If a trip begins in one month and ends in a subsequent month. For the entire duration of which the same rate of per diem is applicable, the date and hour of departure from official station will, of course, be shown in expense voucher covering the month in which trip begins, and at the end of the itemization of expenses in such voucher and at the beginning of itemization in subsequent voucher, employee will indicate that he is in travel status, showing the place he is located, the date and hour of his arrival at such place, and the rate of per diem applicable. When employee finally returns to his official station from such trip he will show in covering expense voucher the date and hour of his arrival at his official station.

If, under a leader's or other supervisory officer's letter of authorization, an assistant's rate of per diem is changed, effective, because of a change in conditions of travel, while the assistant is in travel status away from his official station, the leader or other supervisory officer must notify his assistant, in advance, of the place where the change in per diem is to become effective, and such assistant must then show in his expense voucher the date and hour of his arrival at said place, the changed rate of per diem becoming effective upon the assistant's arrival at such place. Each subsequent change in rate of per diem effective while assistant is in travel status must be handled in the manner indicated.

As a general rule the rate of per diem prescribed by a leader or other supervisory officer for his assistant should be fixed by trips, the rate of per diem determined upon before the assistant leaves his official station to apply to the entire trip, unless there is a change in actual conditions of travel during the trip (as for example, in the case of an assistant directed in the first part of his trip to travel between cities and towns, and later, during the same trip, to operate for a considerable period, from a camp) when change in rate of per diem may be made to meet these changed conditions of travel. Leaders and other supervisory officers authorized in their letters of authorization to prescribe rates of per diem for their assistants must exercise care in doing so, remembering that assistants must be advised in advance of each trip of the rate of per diem applicable thereto, or of any change in such rate during the trip before such change becomes effective, and that the rates of per diem and the number of changes therein should be kept to such minimum as is commensurate with achieving real economy in travel expenses without working a hardship upon the employee.

In figuring per diem in lieu of actual subsistence expenses the calendar day (midnight to midnight) is considered as one day. For example, the calendar day, July 20, the day this memorandum is being written, began last night at midnight (12.01 a.m.) and it will end tonight at midnight (12 p.m.). An employee in travel status during this period is entitled to one full day's per diem at the rate applicable to his case. For fractional parts of a calendar day at the beginning or end of a travel status period of more than a day's duration, and for the entire travel status period if for less than a day, that is, a trip that begins and ends in the same calendar day (provided the entire period of absence is not between the hours of 8 a.m. and 6 p.m., when, according to decisions of the Comptroller General, no per diem may be allowed) the following table of rates applies:

6 hours or less	$\frac{1}{4}$ of a day's per diem at rate applicable
Over 6 and not more than 12	$\frac{1}{2}$ " " " " " " " "
Over 12 and not more than 18	$\frac{3}{4}$ " " " " " " " "
Over 18 hours	Full " " " " " "

To illustrate the computation of per diem note following examples: Employee "A" who is allowed a per diem of $2 leaves his official station "B" at 10 a.m., July 25 and returns at 5:30 p.m. the same day. His absence being between the hours of 8 a.m. and 6 p.m. "A" is not entitled to any per diem. "A" leaves "B" at 7 a.m., July 26 and returns to "B" at 8 p.m. the same day, travel being by automobile. Upon adequate explanation of the official necessity for leaving his official station before 8 a.m. and returning thereto after 6 p.m. "A" is entitled to per diem for a travel status period of 13 hours, or, referring to above table, to $\frac{3}{4}$ of a day's per diem of $2, which amounts to $1.50. "A" leaves "B" at 2:30 p.m., July 26 and returns to "B" at 10 a.m., July 28. "A" entitled to per diem as follows: for July 26, from 2:30 p.m. to midnight, $9\frac{1}{2}$ hours, or $\frac{1}{2}$ day (see table) $1; for July 27, from midnight to midnight, 1 calendar day, $2; for July 28, from midnight to 10 a.m., 10 hours, or $\frac{1}{2}$ day, $1; a total per diem for the period of $4.

Expense vouchers should be stated as heretofore in accordance with paragraphs 104 to 108 inclusive of the Standardized Government Travel Regulations, except of course, there will be no itemization of meals, lodging, laundry, tips to waiters and other items of actual subsistence expenses, the per diem allowed being in lieu of all such items. Items of per diem may be listed by date on which they accrued and the amount of each such item extended into the "Subsistence" column of the Itemized Schedule of Travel and Other Expenses (form 1012) but it is suggested that it will simplify the rendition and audit of expense vouchers if per diem be not itemized and extended by date in the body of the voucher, but that, after indicating the time of departure from and return to official station for each trip involved in the voucher, stating the means of travel, etc., and itemizing in chronological order the travel and other expenses for which reimbursement is claimed, then itemize and extend the per diem claimed. For example, suppose an employee left his official station for the first time in the present month on July 5, at 10 a.m., returned at 2 p.m., July 10, left again at 5 p.m., July 20, and was in the field at the end of the month, the rate of per diem

for the entire month being $3 per day. After making the necessary entries by date in expense voucher, showing time of departure from and return to official station, means of travel, etc., and itemizing by date, travel and other expenses, a statement of per diem claimed should be added as follows:

Per diem claimed

July 5	14 hours, $\frac{3}{4}$ day at $3	$2.25	
" 6-9, inc.	4 days " "	12.00	
" 10	10 hours, $\frac{1}{2}$ day " "	1.50	
" 20	7 hours, $\frac{1}{2}$ day " "	1.50	
" 21-31, inc.	11 days " "	33.00	
Total per diem - - - - - - - - - - - - -			$50.25

The total per diem should of course be added to the total of the other items of the voucher, making the grand total as shown on the face of the voucher.

This memorandum is prepared from the best information at present obtainable and is based on decisions of the Comptroller General now in effect. It is understood that amended standardized Government travel regulations will soon be issued, when it may be necessary to change the instructions contained in this memorandum to agree with such amended regulations, or it may be necessary to amend this memorandum to agree with some future decision of the Comptroller General. In the meantime, however, and until otherwise advised, the instructions contained in this memorandum should be strictly observed.

Reference is made to paragraphs 65 and 66 of the Standardized Government Travel Regulations now in effect. These are the only paragraphs of said regulations which deal solely with per diem in lieu of actual subsistence expenses, although other paragraphs of these regulations, except those that deal exclusively with actual subsistence expenses, apply to the rendition of expense vouchers on a per diem basis.

W. C. Henderson

Acting Chief.

Bi-1218

UNITED STATES DEPARTMENT OF AGRICULTURE
Bureau of Biological Survey
Washington, D. C.

July 25, 1932.

MEMORANDUM TO FIELD LEADERS

Paragraph two of memorandum of Acting Chief of July 9 stated that instructions would be issued at a later date in regard to the preparation of pay rolls. Since the adoption of the five-day week proposal is not being made compulsory in this Department it is now the plan of the bureau to apply the provisions of subsection 101 (b) of the Act Making Appropriations for the Legislative Branch of the Government for the Fiscal Year 1933, otherwise known as the Economy Bill, to all bureau employees.

Section 101 (a), known as the five-day week plan, relates specifically to per diem officers and employees, but contains a proviso that where the nature of the duties of a per diem officer or employee render it advisable the provisions of subsection (b) may be applied in lieu of subsection (a).

It has been decided that because of the many disadvantages which would result in trying to apply the five-day week plan under subsection 101 (a) to our field service the bureau will take advantag e of the proviso contained in this subsection and make the provisions of subsection 101 (b) the furlough plan, applicable to all employees, per diem as well as those paid on an annual salary basis.

Because of the lack of definite information on a number of points at this time, which it is hoped will be cleared up through decisions of the Comptroller General in due course, and of complications which will be involved in making the deductions from salaries under the furlough plan field leaders will, for the month of July, render their pay rolls in the same manner as heretofore except that no extensions of amounts to be paid should be made. These will be filled in in this office after the deductions because of the furlough have been added. An extra copy of the pay roll should be furnished and this will be completed and returned to field leaders at a later date as a sample for their guidance in preparing future pay rolls. This arrangement, it is believed, will be the most satisfactory, although considerably increasing the work of this office, until further decisions have been made in regard to the application of the furlough plan and definite instructions can be worked out for the guidance of those preparing field rolls.

Regarding deductions to be made from salaries on account of the compulsory furlough plan the Comptroller General under date of July 8, 1932, rendered a decision giving instructions for the handling of pay deductions under the provisions of subsection 101 (b) and these instructions will be followed in making up the July pay rolls prepared in this office as well as in making here the extensions on pay rolls prepared in the field.

In this connection, you are advised that the Comptroller General has prescribed new forms (short form--Standard Form 1074-d and 1074-e and long form--Standard Form 1074 and 1074-c) for stating pay rolls and pay vouchers covering services of employees paid on a monthly, per diem, or per hour

basis. A supply of these forms for stating pay rolls prepared in the field is being sent to each field employee who submits pay rolls chargeable to his allotment under his letter of authorization. The use of these forms is effective July 1, 1932, that is all pay vouchers and pay rolls stated in the field covering services rendered on and after July 1, 1932, should be stated, if the services of only one, or a few employees is involved, on forms 1074-d and e and on forms 1074 and 1074-c if the short form does not furnish adequate space for stating services of all employees involved. Any stock of the old pay roll forms 2, 2a, 3 and 3b on hand should be destroyed, or at least must not be used in preparing pay vouchers covering services rendered on or after July 1, 1932. If, however, pay voucher on one of these old forms has been submitted to Washington before receipt in the field of forms 1074, etc., the item or items appearing on such old form will be transferred here to the proper form. If before receipt in the field of the new forms 1074, etc., pay vouchers covering items of service rendered in July are submitted to Washington on Standard Forms 1013, b, d, and e, such items, if otherwise correct, will not be transferred here to new forms 1074, but after receipt in the field of supply of such new forms, Standard Forms 1013, b, d, and e should not be used in stating pay vouchers prepared in the field, but any stock of Standard Forms 1013, b, d, and e on hand in any field office should be returned to Washington.

A memorandum giving detailed instructions for the preparation of pay vouchers on Standard Forms 1074 will be issued to all field employees concerned at the earliest practicable date.

For your information the following is quoted from decision of the Comptroller General of July 8 on the subject of furlough and salary deductions:

> "To avoid payments in contravention of law a minimum of 1-1/4 days' pay (8-1/3%) will be deducted from each officer and employee to whom Section 101 (b) is applicable on each semi-monthly payroll or voucher - regardless of whether the officer or employee has or has not been absent during such period - a proportionate deduction to be made where the pay period is greater or less than a half month. When an officer or employee is absent on furlough for more than one working day during a semi-monthly pay period, deduction will be made at the rate of 1-1/4 days' pay for each working day of such absence (fractional parts of a day to be considered as a day for this purpose, for instance for an absence of 2 days and 1 hour during such pay period, deduction will be made of 3-3/4 days' pay but only the actual time taken to be charged as time absent) except that if the aggregate of all absences on furlough from July 1, 1932, to the end of the pay period involved, does not exceed the number of working days for which deduction theretofore has been made, the deduction for such semi-monthly pay period will be only the minimum deduction of 1-1/4 days' pay and when pay has been deducted for 24 working days at the rate of 1-1/4 days' pay per day (one month's pay), no further deduction will be made on account of furlough under Section 101 (b) and any additional absences, except on sick leave or military leave when authorized by law or regulations having the force and effect of law, will be regarded as absence without pay and charged for in accordance with rules and regulations heretofore applicable to such absences."

"There may occur during the latter days or hours of a pay period an unexpected requirement that an officer or employee be absent from duty but the administrative procedure should be such that notice will be so promptly given the disbursing officer as to enable him to withhold payment to such officer or employee for such adjustment as the facts may require."

In the handling of pay rolls under the furlough plan it is most important that any absences of employees be reported currently and promptly to this office. It will be noted that the Comptroller General in his decision is most insistent that adjustments on account of absences be made in the pay period during which such absences occur.

All absences of employees should therefore be reported promptly to this office on the regular field leave slip form. Absences of those employees for whom pay rolls are prepared in Washington should likewise be shown on monthly report (form Bi-357) and the specific dates on which absences occurred indicated. This will also apply to any absences reported in telegraphic advice on the last day of the month. (See also next to last paragraph on temporary employees.)

Under the furlough plan, during the fiscal year 1933, from each monthly salary of every employee receiving compensation at a rate in excess of $1,000 per annum, if furlough leave is not taken in excess of two working days per month, or, in case furlough leave is allowed to accumulate and is not taken in any one month in excess of the then accumulated leave for which deductions have already been made, there must be deducted two and one half thirtieths ($2\frac{1}{2}/30$)--the equivalent of pay for two working days--of such monthly salary until a total, for a full time employee, of one calendar month's pay (or 24 working days) has been deducted; or, if furlough leave is taken in any one month in excess of the furlough leave earned in such month and in prior months and not previously taken, then deduction must be made from the monthly salary involved for such excess leave at the rate of one and one fourth thirtieths ($1\frac{1}{4}/30$) of the monthly compensation for each working day's leave or fraction of a working day, so taken, and deductions so made will constitute a part of the total deduction from the year's salary of one calendar month's (or 24 working days) pay. After deductions, either monthly at the rate of two and one half thirtieths ($2\frac{1}{2}/30$) of the monthly compensation, or for furlough leave taken in excess of two working days per month plus earned leave not previously taken, total the equivalent of one calendar month's salary (24 working days), no further deductions for furlough will be made.

Furlough leave covers only working days, in this respect being identical with annual leave with pay granted prior to July 1, 1932. Any leave other than sick or military leave, taken during the fiscal year 1933 in excess of the furlough of 24 working days will be regular leave without pay, that is, deductions will be made for such excess leave for each calendar day's absence (including Sundays and holidays falling within the period of the leave).

If the conditions of the service permit, furlough leave may be taken monthly at the same rate deductions from the monthly salary are made, that is at the rate of two working days per calendar month; or the furlough

leave may be allowed to accumulate and the accumulated leave may be taken at one time without deduction being made for such accumulated leave from salary for the month in which it is taken, or furlough leave not in excess of 24 working days may be granted, if consistent with the public service, at one time in which event deduction from salary for the period in which such leave is taken must be made at the rate of one and one fourth thirtieths ($1\frac{1}{4}/30$) of the employee's monthly compensation for each working day or fraction thereof the employee is on leave, less, of course, credit for any accumulated leave resulting from monthly deductions account furlough previously made for which leave has not been taken.

To illustrate what has just been said: An employee may be granted, or may be required to take, furlough leave at the rate of two working days per calendar month. This will keep him even, as long as no more than furlough leave of two working days per month is taken, with the monthly deductionsfrom his salary. Or an employee may take no leave, for example, during the months of July, August and September, although deductions from his monthly salary for these months must be made as required by the decision of the Comptroller General above quoted, and in October such employee may take furlough leave for six working days, his accumulated leave, deduction being made from his month's salary for only two and one half thirtieths ($2\frac{1}{2}/30$) of such salary, representing the regular furlough deduction for the month, since monthly deductions must be continued to be made unless and until deductions for 24 calendar days have been made. Or an employee who took no furlough leave during July, August and September may be granted his full furlough leave of 24 working days in October, deduction being made from his October salary for 18 working days (24 working days less the working days less the six working days accumulated in prior months).

In making deductions from monthly salaries for furlough leave taken in excess of two working days per month plus accumulated leave, deduction must be made of one and one fourth thirtieths ($1\frac{1}{4}/30$) of the monthly salary for each working day <u>or fraction of a working day</u> employee is off duty. For example, suppose an employee who has no accumulated leave takes furlough leave in August for two full days and one hour additional on another working day. In this case, beside the regular deduction of two and one half thirtieths ($2\frac{1}{2}/30$) of his monthly compensation which will cover the furlough leave of two whole working days he has been off duty, a further deduction will have to be made from his month's salary of one and one-fourth thirtieths ($1\frac{1}{4}/30$) of his monthly compensation, to cover the one hour additional absence, making the total deduction for the month three and three fourths thirtieths ($3\frac{3}{4}/30$) of the monthly compensation. But the employee in this instance should submit a leave slip for furlough leave of only two days one hour, and he will have to his credit six hours earned furlough leave (if working on a seven-hour-day basis) which he may take at some future time.

Particular attention is called to a provision of the Economy Bill reading as follows: "No officer or employee shall, without his consent, be furloughed * * * * for more than five days in any one calendar month."

This provision refers of course to furlough leave for which deduction must be made from employee's salary, and not to earned and accumulated furlough leave for which deductions from salary have already been made. As to such earned and accumulated leave, it is understood, that employees may be required to take such leave to suit the needs of the service, although, of course, earned leave should also (except in the case of temporary employees as to which, see below) so far as practicable, be granted upon the request and to suit the convenience of full time employees.

In accordance with the above-quoted provision of the Economy Bill, if an employee takes in any calendar month more than five days furlough leave in excess of any such leave previously accumulated and not taken, the leave slip involving such excess of five days leave must bear certificate signed by employee to the effect: "I certify that leave in excess of five days for which deduction will be made from my current salary was requested and taken voluntarily by me."

Temporary employees should, so far as practicable, in order to avoid any unfairness which might result from the separation of the employee from the service before he is granted leave to cover the time for which deductions from his salary have been made, be required to take their furlough leave at the rate of two working days per month, that is leave taken should be kept even with monthly deductions from salary. Every effort should be made to protect the interests of all employees to the end that each employee is given actual time off for furlough deductions made from his monthly compensation.

Absences of all temporary employees (including hunters and laborers under appointment) on account of furlough leave who are paid under letters of authorization on pay rolls made up in the field should be evidenced by a leave slip, the same as for regular employees carried on the In-Washington rolls. As was outlined in paragraph 5 of Bureau Memorandum Bi-1206 in connection with taking annual leave by hunters and laborers it will now be necessary instead of maintaining records of annual leave for field leaders to maintain, during the fiscal year 1933, a record of all furlough leave taken by <u>all</u> employees for which salary rolls are prepared in the field. The original furlough leave slip for all absences on such leave should accompany the pay rolls as submitted, or be sent in promptly to this office.

Until further advised no effort should be made to apply furlough leave or furlough deductions to part time and intermittent employees, that is to employees who under appointment or otherwise are hired for only a portion of a day or who work a day or more at a time with intervals of nonduty status between periods of service.

W. C. Henderson

Acting Chief.

United States Department of Agriculture
Bureau of Biological Survey
Washington, D.C.

Bi-1220 July 29, 1932.

Memorandum to Regional Supervisors and Leaders
of Predatory Animal and Rodent Control

Subject: Regulations Governing the Status of Hunters under Appointment

We have recently received an inquiry from one of the leaders of predatory-animal control requesting information relative to a number of points connected with hunters who are placed under appointment. These questions are of interest to all regional supervisors and leaders of predatory animal and rodent control and are therefore being answered in this general memorandum.

Hunters are appointed under the provisions of Schedule A--positions excepted from examination--under Rule 2 of the Civil Service Rules and Regulations, the appointments not being subject to advance approval of the Civil Service Commission but only to approval of the Secretary subject to review by the Civil Service Commission. They are not in the competitive classified service and therefore do not come within the provisions of the Retirement Act. No formal resignations are required in their cases, nor do formal charges have to be preferred against them in cases of removal for cause as would be necessary were they in the competitive classified service. Hunter appointments are, therefore, subject to termination upon the recommendation of district leaders, accompanied by satisfactory reasons therefor. If a hunter wishes to resign, however, it is always preferable for him to submit his resignation in writing.

Changes in the status of hunters under appointment, including promotion, demotion, suspension (if required for disciplinary reasons), or separation, must have the prior approval of the Secretary, except in the event an employee abandons his position. Recommendation for proposed action should be made to the bureau sufficiently in advance of the effective date to permit the obtaining of prior approval of the Secretary. Furlough without pay in excess of 30 days in any one year, whether for the purpose of carrying a hunter on cooperative roll or for any other reason, must be approved by the Secretary, and recommendation should be submitted in advance of the effective date of action. Furlough up to 30 days may be approved by the bureau upon recommendation from the field leader. Leave slips should be submitted for all furloughs and a statement made on the slip, or in a memorandum attached to it, of the reason for the recommendation. In view of the compulsory furlough plan in the "Economy Act," and of the fact that hunters are also frequently changed from Federal to cooperative rolls, it is particularly necessary that this office be furnished with full information in every case of furlough in order to avoid confusion.

It will be noted from the foregoing that the regulations applicable to classified civil-service employees also apply to hunters, with the exception that the Secretary has greater latitude with respect to their appointment and termination. The bureau has no more authority to change the status of a hunter under appointment than it exercises over regular civil-service employees.

E. A. Thompson
In charge,
Division of Administration.

Bi-1221

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF BIOLOGICAL SURVEY
Washington, D. C.

August 1, 1932.

MEMORANDUM TO ALL BUREAU EMPLOYEES REGARDING SHIPMENT OF FORMALDEHYDE OR OTHER POISONS THROUGH THE MAILS

The use of formaldehyde for the preserving of specimens is of common practice in the Bureau. Recently one of the field offices raised a question as to whether the shipment of formaldehyde through the mails is permissible under the Postal Laws and Regulations. The question was presented to the Post Office Department for a decision and the following reply dated July 8, 1932, has been received:

"The Postal Laws and Regulations prohibit the transportation in the mails of poisons of all kinds, and as formaldehyde is a poison it is barred from the mails. The Postmaster General has made no exceptions relative to the mailability of poisons."

All employees of the Bureau will hereafter be governed by the above decision. Formaldehyde or other poisons required in small quantities should be purchased locally, if this is possible.

W. C. Henderson
Acting Chief.

Bi-1219
8-32

U. S. DEPARTMENT OF AGRICULTURE
Bureau of Biological Survey

In response to your letter requesting copy of our game law / fur law bulletin:

The reduction in the printing appropriation and the need for economizing in expenditures for printing have made it impossible to issue the bulletin this year. Copies of the Federal regulations, giving seasons, bag limits, etc., on migratory game birds, may be purchased from the Superintendent of Documents, Washington, D. C., at 5 cents each. These seasons and bag limits are subject to curtailment by State law, however, and you should therefore communicate with your State game department for additional information. Seasons, bag limits, and other provisions on hunting game animals and upland game birds, and trapping fur animals, as well as licenses and license fees, are fixed by State law or regulation, information concerning which may also be obtained from your State game department.